



## Child & Adult Care Food Program

### Update/Renewal Instructions

FY 2015

**Child Nutrition Programs**  
*Teaching and Learning Support*  
801 West 10<sup>th</sup> Street, Suite 200  
P.O. Box 110500  
Juneau, Alaska 99811-0500  
Fax (907) 465-8910

It is time for the CACFP annual renewal or annual update.

- 1) Update and Renewal Information and forms are posted on the State of Alaska, Child Nutrition Programs website: <https://cnsonline.alaska.gov/cnpweb/>. You will not be sent the Update via e-mail or mail this year. You must access the forms at the CNP Database under the **PACKET** tab. **Please see instructions at the end of this document.**
- 2) There are two deadlines for documentation – October 1, 2014 and November 10, 2014. Please make sure you meet the deadlines as listed on the instructions.
- 3) **The 30-day study is changing this year and now is called the One Month Enrollment Report (OMER).** The OMER will be done from October 1st through October 31st – No Exceptions. Distribution of the Confidential Income Statements (CIS) can take place from October 1<sup>st</sup> through October 31st. Evaluating the CIS throughout the month will help you meet the November 10<sup>th</sup> deadline for completion. You will find the documents in two sections this year (1. One Month Enrollment Report & 2. Confidential Income Statement Packet – which has the CIS, parent letters, and income eligibility guidelines). You will only submit the OMER to us and will note the date you have completed this next to the OMER and the CIS packet in the database.
- 4) For programs that are purchasing meals from a vendor: Your Vended Meal Agreement/Contract must be approved by this office **prior to start-up**. You should have sent our office the Intent to Contract form already – if not, please contact Alexis for this document. Please submit the Vended Meal Agreement prior to the October 1<sup>st</sup> deadline or sooner if your agreement/contract begins prior to October 1<sup>st</sup>. We need to approve prior to start-up.
- 5) The Center Information Sheet in the database should be filled out by October 1<sup>st</sup>, but I realize you will not be able to complete the form until you finish your OMER since you will need the Free/Reduced/Above Scale numbers to complete the process. Leave the numbers blank on the site sheet but have everything else completed.
- 6) All programs are required to submit cycle menus by October 1, 2014.

**Child and Adult Care Food Program (CACFP)  
Annual Update and Renewal  
for all returning CHILD & ADULT CARE CENTERS/HEAD  
STARTS/EMERGENCY/OSCH & AT-RISK PROGRAMS  
for Fiscal Year 2015**

**RENEWAL YEAR PROGRAMS**

**Submit no later than  
October 1, 2014**

**If your agency is in their RENEWAL year**

**Update CNP Database: <https://cnsonline.alaska.gov/cnpweb/>**

- a. Sponsor information sheet
- b. Center information sheet(s)

**Submit the following documents to Alaska Child  
Nutrition Programs  
(via e-mail, fax, or mail)**

**Submit no later than  
October 1, 2014**

- a. Management Plan for Centers (if changed)
- b. Attachment A/B – Budget & Labor Worksheet (for multi-site sponsors)
- c. Attachment C – Training Plan (for multi-site sponsors)
- d. Attachment D – Site Monitoring Schedule & Log (for multi-site sponsors)
- e. Organizational Chart
- f. Mission Statement (if changed)
- g. Non-discrimination Policy (if changed)
- h. Cycle Menus (note CN, HM, or USDA Recipe #) with Recipes & Recipe Analysis if not using USDA Recipes
- i. Vended Meal Agreement (if applicable)

**At-Risk Afterschool Meals or Any Returning Unaffiliated Sites**

- j. Sponsor/Site Agreement for Unaffiliated Sites doing Self-Prep (if applicable)
- l. Sponsor/Site Agreement for Unaffiliated Sites Operating At-Risk Afterschool Meal Programs (if applicable)
- m. Area boundary documentation
- n. Activity documentation

**Submit the following documents to CNP  
(via e-mail, fax, or mail)**

**Submit no later than  
November 10, 2014**

- a. OMER (if applicable)
- b. Non-Profit Food Service Financial Report for FY2014  
Complete applicable form for your program:

## **UPDATE YEAR PROGRAMS**

**Submit no later than  
October 1, 2014**

**If your agency is in their UPDATE year**

**Update CNP Database:** <https://cnsonline.alaska.gov/cnpweb/>

- a. Sponsor information sheet
- b. Center information sheet(s)

**Submit the following documents to Alaska Child  
Nutrition Programs  
(via e-mail, fax, or mail)**

**Submit no later than  
October 1, 2014**

- a. Attachment A/B – Budget & Labor Worksheet (for multi-site sponsors)
- b. Attachment C – Training Plan (for multi-site sponsors)
- c. Attachment D - Site Monitoring Schedule & Log (for multi-site sponsors)
- d. Vended Meal Agreement (if applicable)
- e. Cycle Menus (note CN, HM, or USDA Recipe #)

**At-Risk Afterschool Meals or Any Returning Unaffiliated Sites**

- f. Sponsor/Site Agreement for Unaffiliated Sites doing Self-Prep (if applicable)
- g. Sponsor/Site Agreement for Unaffiliated Sites Operating At-Risk Afterschool Meal Programs (if applicable)
- h. Area boundary documentation
- i. Activity documentation

**Submit the following documents to CNP  
(via e-mail, fax, or mail)**

**Submit no later than  
November 10, 2014**

- a. OMER (if applicable)
- b. Non-Profit Food Service Financial Report for FY2014  
Complete applicable form for your program:  
NPFS Financial Report for Single Site  
NPFS Financial Report for Multi- Sites

## Other Forms for your reference for FY2015

- 1) Site Monitoring Form for Child Care Center (for multi-site sponsors)
- 2) Claim for Reimbursement Calendar
- 3) CNP Web Tutorial for Child Care Center
- 4) Administrative Appeals Procedure














The documents that are required for your type of agency & sites will be listed under the **PACKET** tab on the CNP Database this year. Once you've submitted your Sponsor Sheet and your Site sheet asterisks will appear next to the documents that are required for your particular program. Please see the CNP web tutorial for instructions on updating the database that will be sent with this document. This is the same as last year.

In the example below there is an unaffiliated at-risk site and a child care center that vends meals. You'll notice that there are a number of documents that are needed.

↓ Bottom of Form

Sponsor Summary

CACFP Test (50000)

Packet		Applications	Activity	Claims	Payments	Users
Item	Req	On-Line Forms Description			Count/Date	Status
1	★	Sponsor Information Sheet				Pending Submission
2	★	Center Information Sheets			1 of 1	Pending Approval
Item	Req	Off-Line Forms Description			Date Sent	Date Received
3	★	Budget Attachment A & B				
4	★	Attachment C ( Training Plan )				
5	★	Attachment D ( Monitoring Plan )				
6		Management Plan - Centers				
7	★	NPFS Financial Report for Single Site				
8		NPFS Financial Report for Multi Site				
9	★	Rate % Certification Packet				
10	★	Vended Meal Agreement				
11		Child Care Standards Certification				
12	★	Sponsor / Site Agreement for Self-Prep - Unaffiliated Sites				
13	★	Unaffiliated Site Acknowledgement				
14	★	Sponsor / Site Agreement for Afterschool Programs - Unaffiliated Sites				
15	★	Activity Documentation for At-Risk Programs				
16	★	Area Eligibility Documentation for At-Risk Centers				
17	★	October Attendance Documentation - Centers				
18	★	Cycle Menus - Centers				
19		CNPweb User Authorization Request and Signatory Authority				

Click [here](#) to Update Dates on Off-Line Forms

↑ Top of Form

Please see below for what the page will look like when the packet is completed and ready to submit to the state for approval ( no later than November 10<sup>th</sup>). You'll need to click the button at the bottom left to send to the state for approval once all your submitted docs are approved. See below.

Bottom of Form

Sponsor Summary

CACFP Test (50000)

Packet		Applications	Activity	Claims	Payments	Users		
Item	Req	On-Line Forms Description			Count/Date	Status		
1	☆	Sponsor Information Sheet				Pending Submission		
2	☆	Center Information Sheets			1 of 1	Pending Approval		
Item	Req	Off-Line Forms Description			Date Sent	Date Received	Date Complete	
3	☆	Budget Attachment A & B				10/1/2013	10/1/2013	10/1/2013
4	☆	Attachment C ( Training Plan )				10/1/2013	10/1/2013	10/1/2013
5	☆	Attachment D ( Monitoring Plan )				10/1/2013	10/1/2013	10/1/2013
6		Management Plan - Centers						
7	☆	NPFS Financial Report for Single Site				10/1/2013	10/1/2013	10/1/2013
8		NPFS Financial Report for Multi Site						
9	☆	Rate % Certification Packet				10/1/2013	10/1/2013	10/1/2013
10	☆	Vended Meal Agreement				10/1/2013	10/1/2013	10/1/2013
11		Child Care Standards Certification				10/1/2013	10/1/2013	10/1/2013
12	☆	Sponsor / Site Agreement for Self-Prep - Unaffiliated Sites				10/1/2013	10/1/2013	10/1/2013
13	☆	Unaffiliated Site Acknowledgement				10/1/2013	10/1/2013	10/1/2013
14	☆	Sponsor / Site Agreement for Afterschool Programs - Unaffiliated Sites				10/1/2013	10/1/2013	10/1/2013
15	☆	Activity Documentation for At-Risk Programs				10/1/2013	10/1/2013	10/1/2013
16	☆	Area Eligibility Documentation for At-Risk Centers				10/1/2013	10/1/2013	10/1/2013
17	☆	October Attendance Documentation - Centers				10/1/2013	10/1/2013	10/1/2013
18	☆	Cycle Menus - Centers				10/1/2013	10/1/2013	10/1/2013
19		CNPweb User Authorization Request and Signatory Authority						

Click [here](#) to Update Dates on Off-Line Forms

☐ Check here and click on the "Submit" button below to submit forms to the State for Approval.  
(Oncce the forms have been submitted to the State Agency, no additional changes can be made prior to Approval.)

Submit

Top of Form

**RENEWING PROGRAMS:** Be sure to check the list above if you are in renewal year for any additional information you need to provide for your Renewal.